



Parks and Recreation Department
3300 Capitol Avenue, Building B, P.O. Box 5006
Fremont, CA 94537-5006
510 494-4600 *ph* | www.fremont.gov

Application must be submitted a minimum of 10 working days prior to date of use. Return both copies to the community center at your designated park requested for approval. (See address on back.)

Received by: _____
Name _____
Date _____
Time _____

Park Use Application/Permit

(HAVE YOUR COPY OF APPLICATION IN POSSESSION DURING USE)

1. I, _____, representing _____,
(Name of Individual) (Organization, if applicable)
hereby request permission to use the following facility: ☐ Centerville Community Park ☐ Irvington Community Park
☐ Los Cerritos Community Park ☐ Warm Springs Community Park
- Picnic Table(s): A B C D E F G (circle two or more where applicable)

2. Date of Use: _____ Day of Week: _____
Time of Use: From _____ a.m. / p.m. to _____ a.m. / p.m.
Must have a representative at your reserved area by 10:00 a.m. We will not hold the area past that time.

3. Type of Event _____
(Company picnic, party, fund raiser, family picnic, etc.)
4. Anticipated attendance: ADULTS _____ YOUTHS (Under 17) _____ TOTAL _____
5. What percent of group are Fremont residents: _____ % **(Roster may be required to show proof of residence.)**
6. Will there be an admission charge, sale, solicitation, donation, or collection involved with your use? _____
7. Will there be decorations? _____ Describe decorations: _____
8. Will other paid services be used [i.e., performer(s), speaker, caterer, jump house, etc)? _____
Name: _____ Address: _____ City: _____ Phone: _____
9. Will your use require the placing of signs, flyers or posters on City property? _____

(NON-RESERVED USE: UPON ARRIVAL, CHECK IN WITH THE COMMUNITY CENTER OFFICE AT YOUR DESIGNATED PARK. RESERVED PICNIC AREAS CONTINGENT UPON AVAILABILITY.)

Any change, alteration or modification of intended use must be approved by the Recreation Services Division. Change can result in cancellation of use or change of fees. Any misrepresentation of your group or use, or failure to comply with Park Use Guidelines may result in expulsion from the park and/or forfeiture of all fees and deposits.

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT APPLICANT/ORGANIZATION SHALL SAVE, KEEP AND HOLD HARMLESS THE CITY OF FREMONT, ITS OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS FROM ALL DAMAGES, COSTS OR EXPENSES IN LAW OR EQUITY THAT MAY AT ANY TIME ARISE OR BE SET UP BECAUSE OF DAMAGES TO PROPERTY OR PERSONAL INJURY RECEIVED BY REASON OF OR IN THE COURSE OF USING OR OCCUPYING THE FACILITY.

I AND/OR MY ORGANIZATION FURTHER EXPRESSLY CERTIFY THAT I AND/OR MY ORGANIZATION WILL BE RESPONSIBLE FOR ANY DAMAGE OR LOSS SUSTAINED TO THE GROUNDS, BUILDING, FURNISHINGS OR EQUIPMENT OCCURRING, OR UNUSUAL CLEAN-UP REQUIRED, AS A RESULT OF MY AND/OR MY ORGANIZATION'S OCCUPANCY OF THE FACILITY.

Print Name: _____ CALIFORNIA D.L. #: _____
Title or Position: _____ Home Phone Number: _____
Address: _____ Work Phone Number: _____
City & Zip: _____ E-mail: _____
FAX/Other: _____
Signature: _____ Date: _____

FOR OFFICIAL USE ONLY: User Classification: I II III IV V ☐ APPROVED ☐ DISAPPROVED

Remarks: _____

Amount Paid: \$ _____ ☐ Charge ☐ Check ☐ Cash Check #: _____

Sports bag: ☐ Yes ☐ No Receipt #: _____

Processed by: _____ Date: _____ Permit #: _____

***NOTE: Additional information on back of pink copy.**

Group Reservation Rules

1. Any misrepresentation of group and/or use or any one of these rules will result in expulsion from Park and forfeiture of all fees and deposit.
2. A group representative must occupy the site by 10:00 a.m. Reservations, fees and deposit will be forfeited by 10:30 a.m., and the site will be released for public use.
3. If desired, groups may bring additional barbecue grills or tables to the park.
4. Horseshoes, hardball, lawn darts, golf and dunk tanks are not permitted. Inflatable devices must be enclosed with sides and not to exceed 16x16x18 in total size.
5. Support stakes for game nets or awnings must not penetrate more than six inches into the ground as plastic irrigation piping may be damaged.
6. Motorized vehicles are prohibited from public property designated as walkway. All picnic supplies and equipment must be transported on foot into park and picnic area.
7. **Cancellation by Customer:** Refund of use fees shall be made where customer gives written notice of cancellation to the City at least eleven (11) calendar days prior to the date reserved. Fees for uses canceled thirty (30) or more days in advance will be refunded less a 10% administrative service charge. Fees for uses canceled eleven (11) to twenty-nine (29) days in advance will be refunded less a 30% administrative service charge. Uses canceled ten (10) days or less will not receive a refund.
8. **Rain Out Policy:** Reservation fees will not be refunded for events that are canceled due to inclement weather. Notification of cancellation must be communicated to the community center at your designated park on the day of the reserved use by 10:00 a.m. Events canceled due to inclement weather may be rescheduled for a future use to occur within six months of the canceled use date. If the replacement use date occurs in a period with a higher or lower use fee, the fee applicable to the new use date shall apply. Failure to cancel a reserved use by stated notification to the community center at your designated park or failure to reschedule a canceled use within a six-month period will result in forfeit of reservation fee.



If you have any questions, please contact the community park office:

Centerville Community Park

3355 Country Drive
E-mail: mgould@fremont.gov
Web: www.ci.fremont.ca.us
Phone: (510) 791-4324
Fax: (510) 791-4104

Irvington Community Park

41885 Blacow Road
E-mail: kfox@fremont.gov
Web: www.ci.fremont.ca.us
Phone: (510) 791-4334
Fax: (510) 791-4110

Los Cerritos Community Park

3377 Alder Avenue
E-mail: lrogers@fremont.gov
Web: www.ci.fremont.ca.us
Phone: (510) 791-4351
Fax: (510) 791-4105

Warm Springs Community Park

47300 Fernald Street
E-mail: ssmith@fremont.gov
Web: www.ci.fremont.ca.us
Phone: (510) 791-4318
Fax: (510) 791-4106